



The Corporation of the Village of Casselman

Application for Sign Permit

Please complete this application fully. Failure to submit all of the required information or application fees may prevent or delay consideration of this Application.

Please Print

1. **Applicant Information**

Name of Owner(s). An Owner's authorization is required, if the applicant is not the Owner.		Email
Name of Owner	Home Telephone	Business Telephone
Address	Postal Code	Fax. No.
Agent/Applicant: Name of person to be contacted about the application if different from the Owner.		Email
Name of Contact Person/Agent/Sign Company representative		Business Telephone
Address	Postal Code	Fax No.
Communications to be between the municipality and: Owner <input type="checkbox"/> Applicant/Agent <input type="checkbox"/> All <input type="checkbox"/>		

2. **Location of the Subject Land**

Municipal Address		Postal Code
Registered Plan No.		Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Parcel No.
Are there any easements or restrictive covenants affecting the subject land i.e. gas, hydro? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, describe the easement or covenant and its effect.		

3. Description of Subject Land

Description	Lot Frontage (m)	Type of Lot: Interior <input type="checkbox"/> Corner <input type="checkbox"/> Through <input type="checkbox"/>
	Lot Depth (m)	
	Lot Area (ha.)	
	Building Height from finished grade (m)	
	Area of building Face (m ²): for a Projecting Wall/Overhanging Sign Only Front Wall _____ Side Wall #1 _____ Side Wall #2 _____ Rear Wall _____	
	Building Frontage (m) _____ (Width of building along street frontage)	
Setbacks (existing or proposed)	Front Yard (m)	
	Rear Yard (m)	
	Interior Side Yard (m)	
	Exterior Side Yard (m)	
Land Use	Existing Use(s)	
	Proposed Use(s)	
Existing Official Plan Designation:		
Existing Zoning:		
Is a rezoning required? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, to what zone:		
Is a minor variance required? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, what is nature of variance:		

4. Description of Sign

Type of Sign:

Signs Requiring Permits

- | | | | | | |
|-------------|--------------------------|-----------------------------|--------------------------|-------------|--------------------------|
| Billboard | <input type="checkbox"/> | Awning/Canopy | <input type="checkbox"/> | Inflatable | <input type="checkbox"/> |
| Off Premise | <input type="checkbox"/> | Freestanding/Ground/Pylon | <input type="checkbox"/> | Portable | <input type="checkbox"/> |
| Roof | <input type="checkbox"/> | Plaque | <input type="checkbox"/> | Wall/Fascia | <input type="checkbox"/> |
| | | Projecting Wall/Overhanging | <input type="checkbox"/> | | |

Other Signs

- | | | | | | | | |
|-------------------|--------------------------|-------------|--------------------------|--------------|--------------------------|----------------|--------------------------|
| Community Service | <input type="checkbox"/> | Election | <input type="checkbox"/> | Event Banner | <input type="checkbox"/> | Identification | <input type="checkbox"/> |
| Mural | <input type="checkbox"/> | Pole | <input type="checkbox"/> | Promotion | <input type="checkbox"/> | Promotion | <input type="checkbox"/> |
| Public Use | <input type="checkbox"/> | Real Estate | <input type="checkbox"/> | Sidewalk | <input type="checkbox"/> | Temporary | <input type="checkbox"/> |
| Traffic | <input type="checkbox"/> | Window | <input type="checkbox"/> | | | | |

Description:	<p>Dimensions: Height</p> <ol style="list-style-type: none"> 1. Height from grade to bottom of sign face (m) 2. Height from grade to top of sign (m)
	<p>Dimensions: Sign Area:</p> <ol style="list-style-type: none"> 1. Width of sign face (m) 2. Length of sign face (m) 3. Sign area (m²) 4. Sign area as % tage of wall area (m²) 5. Sign area as % tage of window area (m²)
	<p>Sign Setback:</p> <ol style="list-style-type: none"> 1. Front yard setback (m) 2. Interior side yard setback (m) 3. Exterior side yard setback (m) 4. Setback from driveway (m) 5. Setback from intersection (m) 6. Setback from Provincial Highway ROW (m) 7. Separation distance from nearest sign (i.e. billboard, freestanding, portable, inflatable) (m)
	<p>Projection: (Projecting Wall/Overhanging Sign or Wall/Fascia Sign)</p> <ol style="list-style-type: none"> 1. Projection from face of building(m) 2. Setback from curb(m) 3. Does sign project into municipal road allowance: Yes <input type="checkbox"/> No <input type="checkbox"/> <p>If yes, what is projection (m)</p>

Illumination:	1. Non-illuminated 2. Interior illumination 3. Exterior illumination 4. Flashing/animated/intermittent lighting 5. Colors (if sign within 90 m of an intersection):								
Number of Signs:	List type and number of signs: <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Type</th> <th style="text-align: left;">Number of signs</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Type	Number of signs	_____	_____	_____	_____	_____	_____
Type	Number of signs								
_____	_____								
_____	_____								
_____	_____								
Materials:	Describe materials to be used in sign construction: _____								
Date of Event:	1. Date of event: _____ 2. Date sign installed								

5. Sketch

Indicate on a sketch or plan(s), drawn to scale on paper, the following:

- A. The boundaries and dimensions of the subject land/lot and the name(s) of any abutting streets.
- B. All existing and proposed buildings and structures, including signs, showing the distance of the buildings from the lot lines and the location and distance of the sign from any lot line, driveway, intersection, traffic light, curb or other sign on the same lot. Proposed or existing encroachments onto a municipal road allowance.
- C. The type and dimensions of the sign including the width, length and height of the sign, materials to be used in the fabrication of the sign, the method of illumination and/or animation and lighting colors to be used.
- D. The content, wording and graphics to be inscribed on the sign.
- E. The location of the sign on the wall, window, face or roof of the building.
- F. The location and nature of any easement affecting the installation of a sign.

6. Value

Estimated or actual value of sign: \$ _____

Estimated or actual construction cost \$ _____

7. Authorization

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

Authorization of Owner for Agent to Make the Application

I, _____ am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf.

Date

Signature of Owner

8. Declaration

I hereby declare that the information contained in this application and on the attached plan, to the best of my knowledge is a true and complete representation of the purpose and intent of this application.

Signature of registered owner: _____ Date _____

Signature of Applicant/Agent: _____ Date _____

For office use only:

Date of application: _____ Application Fee: \$ _____

Date application deemed complete: _____

Date permit issued: _____

Date(s) Inspected: 1. _____

2. _____